

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING

July 18, 2018

Draft

The Addison County Regional Planning Commission's Executive Board held a make-up meeting for its June meeting and its first meeting of the new board at the Regional Planning Commission's office in Middlebury with new Chair, Diane Benware, presiding.

**ROLL CALL**

*Ferrisburgh* Tim Davis  
*Leicester* Diane Benware  
*Lincoln* Steve Revell  
*Middlebury* Ted Davis  
*Ripton* Jeremy Grip  
*Shoreham* Nick Causton  
*Monkton* Steve Pilcher

STAFF: Adam Lougee, Director

Diane opened the meeting at 6:00.

**MINUTES**

**May 23, 2018 Minutes: Steve Revell moved to adopt the April 25, 2018 minutes. Ted Davis seconded the motion. The motion passed by a voice vote.**

**TREASURER'S REPORT**

**The Executive Board deferred the Treasurer's Report to the full Commission meeting which will take place immediately following the Executive Board meeting.**

**COMMITTEE REPORTS**

Act 250/248, Adam reported no activity since the last meeting.

Energy: Jeremy noted that a draft of the Energy Plan is available on ACRPC's Website and that our second public hearing on the Energy Section of the Plan will be later tonight.

Local Government: The Committee has not met since its hearing in Whiting on May 30<sup>th</sup>.

Natural Resources: No meeting.

Transportation: The TAC enjoyed a presentation from VTrans on its Long-Range Plan for the State and on the Municipal Roads General Permit.

## **OLD BUSINESS**

Energy Plan: Adam noted that the second public hearing will be tonight. Depending upon the input from the public, he expects to ask the commission to adopt the Energy Section.

Other: Tim Davis reported that he had investigated the cost of ACRPC's Life Insurance, Long term disability insurance and Short-term disability insurance through the Vermont League of Cities and Towns. He recommended that ACRPC stay put as its pricing is excellent.

## **NEW BUSINESS**

Audit for FY2018: Adam noted that last year the Commission extended Vance DeBouter's contact by 1 year for the audit. He asked the Executive Board whether they would like to extend that contract again or go out to bid. Adam noted that staff is comfortable with Vance, that he understands our manual bookkeeping system and that he won the last round of bidding because he has done a good job for ARPC in the past and provides a competitive price for his services. Ted Davis noted that the Executive Board has a fiduciary duty to the commission to ensure its money is being handled appropriately. He believes the duty includes switching auditors periodically to get a fresh perspective on the operations. After a significant discussion, the Executive Board decided to re-hire Vance to audit FY2018, but to go to competitive bid again to audit FY2019.

Committees/Committee Assignments: Adam noted that he asked the Full Commission to choose their committee assignments this meeting. He expects the Executive Board will need to assign committee assignments at its August meeting.

Financial Policy/ Personnel Policy: Adam noted that he believes ACRPC needs to spend some time re-writing its Financial and Personnel Policy this year. He requested a small committee made up of at least one Executive Board member and one staff member to work on the Personnel Policy. The Executive Board noted that the policies need to be re-written and will assign members at its August meeting.

Review of Executive Director: The Board began its review of the Director. It will complete the review at its August meeting.

Executive Board Calendar: Adam distributed the Executive Board calendar. The Board agreed it represented the best times for their meetings.

Other: Purpose Energy, Inc. sent the Commission a letter informing the Commission that it intended to build a digester to create energy in the Middlebury Industrial Park using the waste from Agri-Mark and Otter Creek as fuel. It requested that the Commission waive the 45-day notice period. The Executive Board instructed Adam to respond that while ACRPC generally supported waste energy projects, it needed more information before it would make any decision regarding the 45-day period.

## **ADJOURNMENT**

**Tim Davis moved to adjourn. Steve Revell seconded the motion. All approved and the meeting adjourned at 7:35 p.m.**

Respectfully submitted by  
Adam Lougee